Permitting in the City of Muscatine

Why is permitting required?

The adoption and enforcement of building codes is intended to consistently provide a minimum standard to safeguard the health, safety and general welfare of those accessing or effected by new and existing buildings and structures.

State Code

- Provisions of the state building code applicable statewide may be enforced by the local jurisdiction...including administrative provisions contained in codes adopted by reference...and other provisions at the discretion of the local jurisdiction." (661-330.6)
- "...those governmental subdivisions establishing a building department shall enforce all provisions of any applicable building code as prescribed by local law or ordinance..." (661-330.6(2))
- ► The state Building Code Bureau states the following codes are applicable statewide:
 - ▶ 2015 International Fire Code
 - ▶ 2017 National Electric Code
 - 2015 International Mechanical Code
 - 2015 Uniform Plumbing Code & Iowa Administrative Code 641-25
 - 2012 International Energy Conservation Code
 - 2010 ADA Standards

Local Code

- Muscatine City Code, including building and zoning
- International Building Code, 2015 Edition, as amended to be applied "to matters governing the repair, alteration, change of occupancy, addition to and relocation of existing buildings. (8-1-4)
- It is "unlawful...to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure or cause or permit the same to be done in violation of this [City] Code." (8-1-8)
- ► Title 8 specifically adopts the following supplemental Codes:
 - Most recent National Electric Code (8-3-1), except where conflicts with Chapter 8-3 of the City Code
 - ▶ National Fuel Gas Codes, NFPA54 (8-4-1)
 - International Mechanical Code, 2015 Edition, as amended
 - ▶ International Residential Code, 2015 Edition, as amended
 - ▶ International Plumbing Code, 2015 Edition, as amended

Each of these codes require the submittal of plans adequate to indicate work to be done is sufficient to comply with requirements

Pre-permit, if applicable Site Plan Review

When Site Plan Review is Required

- All new non-residential building
- Multi-Family buildings containing more than four dwelling units
- The expansion of commercial or multi-family projects by more than 50%



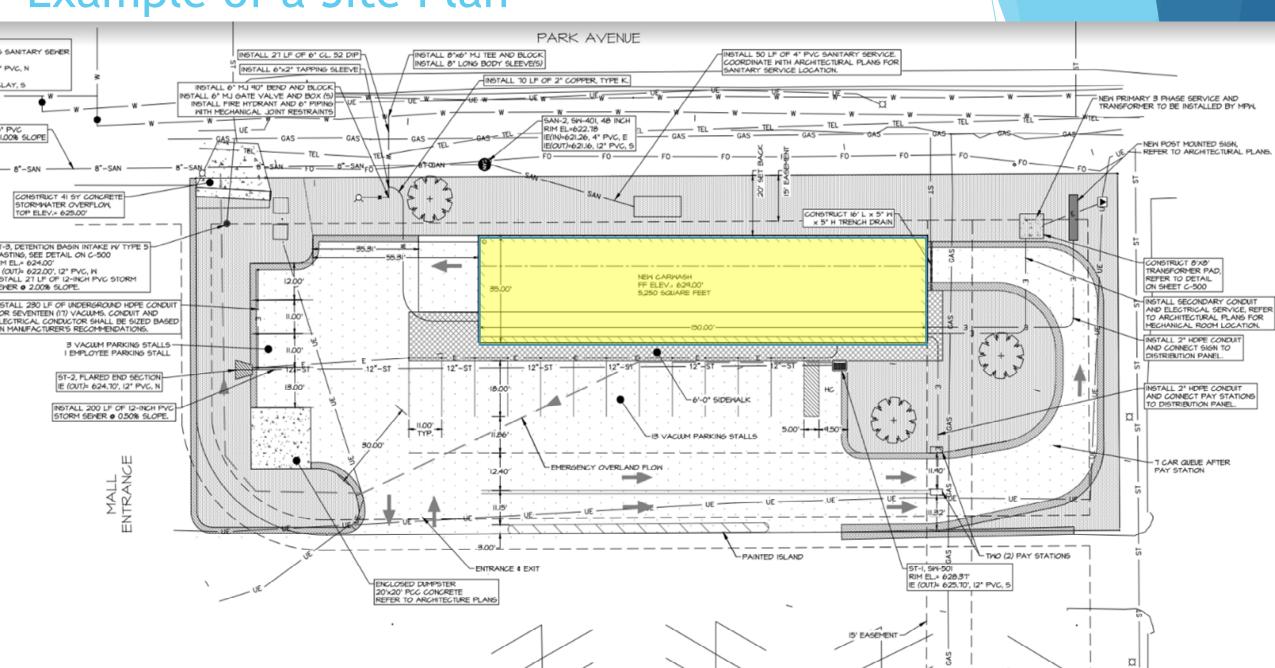
How the Site Plan Fits into the Overall Development Process

- A Building Permit will not be issued prior to the approval of the site plan, when required
- A Certificate of Occupancy will not be granted unless the site is developed according to the approved site plan

What Issues are Covered by a Site Plan

- Building location (setbacks, etc.)
- Site access (driveway location)
- Drainage
- Parking lots(size, location, and type of construction)
- Screening and landscaping requirements
- Utility connections
- Certain fire codes issuance (access for fire apparatuses and fire hydrant location)
- Sidewalks

Example of a Site Plan



How a Site Plan is Approved

The Site Plan Review Committee as defined by City Code consists of a representative of the City Engineer, Building Official, and the Community Development Director and/or as appointed by the City Administrator

After an initial internal review of a site plan submission, the Committee meets with the applicant to work out any necessary changes to the site plan

How a Site Plan is Approved

- In addition to the three members dictated by City Code, Site Plan Review Committee Meeting area also attended by the:
 - ► Fire Department
 - Collections and Drainage
 - ► W.P.C.P.
 - Utilities
- This comprehensive review increases the quality of the site plan review and provides a single meeting for the applicant to work with all representatives that sign off on the development of their site.

How a Site Plan is Approved

- Site plan approval requires a unanimous decision
- If a unanimous decision is not rendered, an appeal may be made to the Planning and Zoning Commission

The Permit

Permit Process



- Application
- Plan Review, when required
- **Fees**
- Inspections

When to Apply

Easier to look at when it is *not* required

Residents and contractors are encouraged to contact the office if there are questions or concerns.

- Detached accessory structures, less than 120 SF
- Fences not more than 7' high
- Retaining walls not over 4'
- Water tanks on grade <5,000 gallons</p>
- Certain sidewalks and driveways
- Painting, tiling, carpeting, cabinets, countertops
 & similar
- Playground equipment access to one- and twofamily dwellings
- Window awnings
- Electrical, Mechanical or Plumbing repairs & maintenance
- Radio & television transmitting stations
- Replacement of parts that do not alter gas or mechanical equipment
- Portable appliances & equipment
- Piping associated with heating & cooling equipment

How to Apply

Contractor Submits Request

- On-line at https://muscatineia.m
 ycusthelp.com/WEBAP
 P/_rs/(S(jed0czgwvpm
 xdbo4sjcdp5j5))/Suppo
 rtHome.aspx?lp=2
- In-person at the CommunityDevelopmentDepartment

Required Information

- Scope of Work
- Specific Job Tasks
- Contract Amount
- Other Information Related to Specific Permit Type
- ▶ Plans, if applicable

Available Helpful Hints

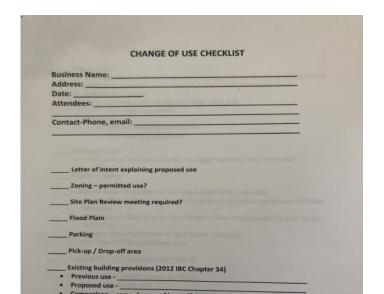
- Residential Garage Attached
- Residential Garage Detached
- Residential Decks
- Residential Additions
- Residential Energy Code Requirements
- Residential New Construction & Additions with Required Inspections
- Residential Remodeling with Required Inspections
- Commercial New Additions, Interior Finish, Remodeling with Inspection Requirements



Plan Review

Triggers

- New Buildings
- Additions
- Change of use of existing building
- Significant remodel



Looking For

- Is it an approved use? (Zoning)
- Setbacks
- Fire ratings
- Egress
- Parking
- Accessibility
- Handrails
- Ventilation
- Plumbing
- Structural Changes
- Kitchen exhaust systems
- Complies with Code Requirements for use

Pick Up Permit

Once approved, pay fees and pick up permit

Call for Inspections

PERMIT NO. 84	CITY OF M	CITY OF MUSCATINE, IOWA — BUILDING DEPARTMENT Heating and / or Air Conditioning Application		
· Littimi NO. 0-				
The undersigned		Muscatine, lowaion for a permit to install the ding or ventilation system.		
Owned by	***************************************			
	g plant is to be installed)			
Type of Building	***************************************	Cost of Installation	\$	
New Installation in NEW building	☐ Cooling Tower	☐ Steam	Res. Vent System	
	☐ Humidifier	☐ Combination	Comm. Vent Sys.	
New Installation in OLD building	Garage Forced Warm	Burner Conversion	U Ventilation Sys.	
☐ Replacement in OLD building	Unit Heater Duct Furnace Hot Water (forced)	Burner Incinerator	☐ Pressure Vessel	
Air Conditioning air cooled		☐ Electronic Filter ☐ Chimney Liner	Gas Electric	
Air Conditioning water cooled		☐ Pre-Fab Chimney	3	
☐ Air Conditioning gas fired	Wall Furnace	Tons of Cooling	B.T.U. Input	
This permit expires 60	days from date if actual work I	has not been started.		
of the City of Muscatine. Ic	owa.	nformity with the laws of the Stat		
		Address		
	,			

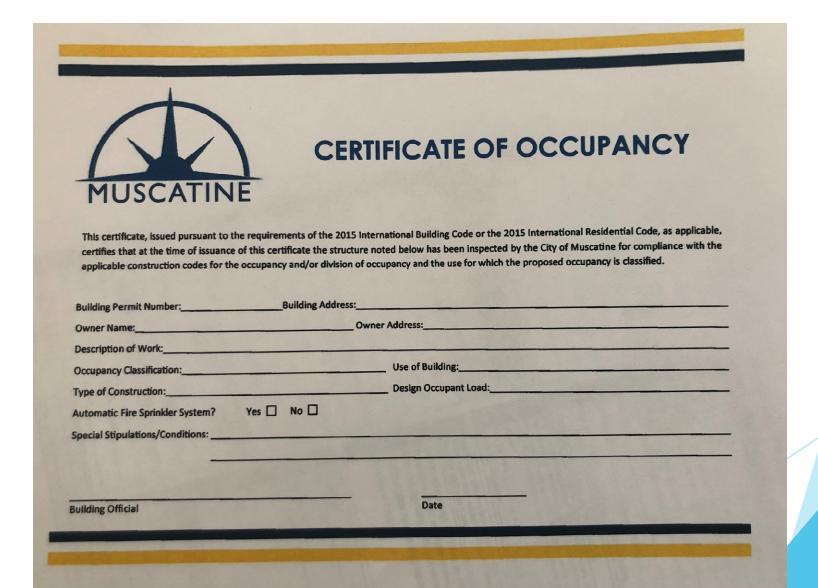
WHEN COMPLETED NOTIFY BUILDING DEPARTMENT - AN INSPECTION IS DECLEDED

Required Inspections

- Temporary Electrical Service
- Footing/Setbacks for each Concrete Placement
- Foundation Walls for each Concrete Placement
- Building Sewer
- Water Service
- Underslab Plumbing, Electrical, radon, prior to pour
- Structural Steel
- Rough Mechanical
- Rough Electrical

- Framing after Mechanical,Electrical & Plumbing Installation
- Masonry
- Fire Ratings
- Draft Stopping
- Roofing, when requested
- Exterior Wall Covering & Moisture Membrane
- Final Electrical Service,Mechanical, Plumbing, Building
- Other Special Inspections by Project
- Fire Alarms & Sprinklers Verify with MFD

Certificate of Occupancy



Building Supervisor Qualifications

Jason Garmoe

- Master Code Professional
- Certified Building Official
- Building Code Official
- Housing Code Official
- Building Code Specialist
- Housing and Zoning Code Specialist
- Accessibility Inspector/Plans Examiner
- Residential Energy Inspector/Plans Examiner
- Residential Building Inspector
- Residential Plumbing Inspector
- Residential Electrical Inspector
- Residential Mechanical Inspector
- Zoning Inspector
- ICC / AACE Property Maintenance and Housing Inspector
- Residential Combination Inspector

- Commercial Building Inspector
- Commercial Plumbing Inspector
- Commercial Electrical Inspector
- Commercial Mechanical Inspector
- Commercial Energy Inspector
- Commercial Combination Inspector
- Commercial Energy Plans Examiner
- Residential Plans Examiner
- Building Plans Examiner
- Building Inspector
- Electrical Inspector
- Plumbing Inspector
- Mechanical Inspector
- Combination Inspector

Building Inspector Qualifications

Nick Morgan

- Residential Electrical Inspector
- Commercial Electrical Inspector
- Electrical Inspector
- Commercial Plumbing Inspector

Mike Hopkins

- Commercial Building Inspector
- Certificate in Public School Construction
- Certificate in ConstructionAdministration
- Degree in Construction Technology& Building Inspection

Questions Contact Community Development 563-262-4141